



TIPS FOR PREPARING PRE- PROPOSALS

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Notes



The Call for Pre-proposals



- ◆ The Federal Register Notice
- ◆ E-mails and website links informing eligible grantees that funds are available
- ◆ Regional Office Contacts – distribute Notice

Notes

- *We rely on the American Indian Environmental Office, other EPA Offices, and our regional offices to distribute this Notice. We try to keep it open for 45 days, and this year it closes on May 5.*



The Notice



- ◆ Read and Read again and ask questions
- ◆ Become familiar with the sections of the Notice
 - The Eligibility criteria
 - The Funding Area and Criteria
 - Closing date
 - Pre-proposal format and length

Notes

- *As for the Notice, please read it closely. You can call David or your Regional contact if you have questions.*
- *We usually have about \$2M in funding available. This year we have \$1.5M, because we're funding a few high priority projects in the states.*



Eligibility

- ◆ Review Eligibility criteria
- ◆ If you are not sure – contact your regional office or you may contact me directly at (202) 564-8318

Notes

- *Historically, states have received most of the funding, however, tribes are beginning to submit very good pre-proposals. This year local governments were explicitly mentioned in the FR Notice.*
- *The OSW tribal person in attendance here (Charles Bearfighter-RedDoor) may be able to address working with tribes and possible synergies at the next conference.*



Funding Areas



- ◆ Most important factor in the Notice
- ◆ Make sure you understand the funding area
 - Review description and criteria
 - Ask questions
 - Please don't “parrot” back the example in the Notice
 - Only address one funding area per pre-proposal

Notes

- *We suggest you don't mix funding areas in a single pre-proposal. You can include a short overview of the two if you want to make a connection, but don't combine it into one proposal.*
- *Comment: We would like the funding area options (topics) broadened.*
- *Response: There is a concern that if we broaden the array of projects we are willing to fund, OECA will just get too many proposals. It's a double-edged sword.*
- *Comment: Being able to get or apply for a grant helps the states justify their work with the governor's office and keep their projects going.*



Pre-proposal Format



- ◆ Follow the Format in the Notice
 - Project information
 - Summary project goals
 - Summary work plan
 - Project milestones
 - Project costs

Notes

- *Look at the format guidelines.*
- *It makes it a lot easier for the reviewer if they're all in a consistent format.*
- *Try to keep proposals to 5 pages.*
- *We follow the criteria very closely. This year there are points/weights assigned to each criteria.*

Other Tips

- ◆ Get Smarter with Results/Outcomes
 - The Yellow Book:
 - <http://www.epa.gov/compliance/resources/policies/planning/results/comeasuring.pdf>
- ◆ Ask Questions
- ◆ Grant Writing Tutorial
 - <http://www.epa.gov/seahome/grants.html>

Notes



What do we look for?



- ◆ Short – no more than 5 pages
- ◆ Well written and specific:
 - Project Focus, problem being address
 - Pick one funding area
 - Project activities are clear and results can be shared
 - Project Milestones with dates and project costs
 - We look closely at Project Costs (e.g. reasonable)

Notes

- *Please send all proposal information together at the same time.*
- *Make sure your costs are realistic as well as reasonable.*
- *Reference the "Yellow Book" for compliance assistance measures, as well as the grant writing tutorial on the web.*



What we Look for (cont)?



- ◆ Project meets FR Notice criteria
- ◆ Past Performance (i.e., quarterly reports, results/outcomes, timely final report)
- ◆ Regions concur that a pre-proposal is acceptable

Notes

- *Also, we are looking at past performance, and the Web site now helps us do that. This includes whether quarterly /semi-annual reports are submitted on time, as well as results and a timely final report.*



Questions and Answers



- ◆ Contact David Piantanida , (202) 564-8318
Office of Compliance STAG Program Manager
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Questions and Answers

- *Q: How does EPA come up with the funding areas?*
- *A: We don't come up with those ourselves. A memo went out last Dec. 4 from Mike Stahl to the Regions and programs, saying we have funds, outlined those areas we've funded in the past, and gave them time to respond to our suggestions. The memo may not have made it to the states and tribes, but the Regions were encouraged to share it. It's not unusual for me to receive as many as 50 ideas, and then we assess and group them. Many came in as data management/data quality, so we worked on a specific AFS/PCS data quality area in order to be more focused.*

Questions and Answers

- *Q: Can you talk about the issue in the grant review and award process regarding how transferable things are? It used to be a requirement.*
- *A: Transferability it is not a requirement now, but it is encouraged and is mentioned in the Federal Register notice.*
- *Q: Will you be dividing funding so that half is training and half is data management?*
- *A: No, we focus on quality. There is no pre-determined distribution between funding areas or Regions or anything else. We focus on how well it's written, if the grantee did their homework, and what we're going to get from this.*

Questions and Answers

- *Q: What is the role of the Region in deciding what gets funded?*
- *A: We're involving the Regions much more this year. Each Region will be making the first cut, and will only be sending the top proposals to HQ. Last year the Region listed their top proposals but sent them all on to HQ. The Regions will include an evaluation form so that we know why they made the cut. This eliminates the problem of having the Region managing a project that HQ selected but the Region thought wasn't good.*

Questions and Answers

- *Q: Can the Region recommend a national project officer for certain projects?*
- *A: Yes.*
- *Q: Can we let people know when updates are made to the Web site, so they can go and look?*
- *A: Yes, we will do that.*